

Azim Uddin Gazi



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SUMMARY

To find a challenging job where I can contribute to a unique effort to successful organization and fully make use of my abilities, education, experiences, digitalization skills, and business knowledge; MBA with law degrees and 7+ years of professional experience in different growing commercial sector with a Multinational company experience that keened me to leverage leadership and managerial expertise as well as Lean/Six Sigma Problem Solving/ Analytical Thinking.

OTHER EXPERTIES

Policy Development, Reporting, Presentation of task forecast and development, Brand Development, Marketing, Administrative, Project Management, Demand Generating, Business Analyst, Customer Relations, Legal Activities, HR/Compliance, Operation Management, Social Security and Corporate Activities.

EDUCATIONAL QUALIFICATION

University of the People, USA Master of Business Administration Management CGPA-3.67 out of 4.	March 2023
Dhaka International University, Dhaka Master of Law Law CGPA-3.29 out of 4.	January 2022
Dhaka International University, Dhaka Bachelor of Law Law CGPA- 3.51 out of 4.	December 2020
Technical & Commercial College, Dhaka Higher Secondary Certificate Business Studies CGPA-4.67 out of 5.	December 2016
ASSM High School, Mollahat, Bagerhat Humanities School Secondary Certificate CGPA-2.88 out of 5	November 2005

WORKING EXPERIENCES

Head of Legal at China Glaze Bangladesh Ltd, R-13, H-25, Sector-10, Uttara, Dhaka

Sep 2021 - present.

- *It is legal work with civil, criminal and commercial related works like Court, Tribunal & Custom, Vatting, Drafting, Documenting as well as meeting with Governmental/Non-Governmental Liaison office, Embassy office for Visa, foreigners' Security Clearance from Police Department, Vat/Tax department activities, weekly/monthly reporting, forecasting.*
- *Company legal, HR/Admin, Compliance, sometimes accomplished with customer relationship activities.*

Senior Legal Executive at Advocate Station, 394, DIT Road, Rampura, Dhaka

Jan 2021 – Sep 2021.

- *Civil and commercial related works reporting like custom, Vat, Tax, And Legal documents preparing, Client Communicating, and Different sort of administrative activities.*

Legal Trainee (Junior ship), Senior Advocate Monir Hossain, Supreme Court of Bangladesh

Room#102, New Sarowardi Building, High Court Bar Association, Dhaka.

Nov 2019 – Dec 2020

- *Criminal/Civil case appearing reporting, petitioning, Case filing, Drafting, Vatting, and Different sort of administrative activities.*

Supervisor at BRAC Organization (BSL) Security Department, 75, Mohakhali, Brac Centre, Dhaka

Feb 2017 – Oct 2019

- *Security Scanning, Security Planning & Reporting, Office Management, Reporting, and Other administrative works.*

Operation Supervisor at Elite Security Services Ltd, Elite Tower, Block-J, Natun Bazar, Gulshan-2, Dhaka

Jan 2016 – Jan 2017

- *HR management, Security ensuring, Security Planning & Reporting, VIP Protocol, Escorting, Event Management, Daily reporting, and Security Personnel Examine & Analyst.*

SKILLS

Business Analyst, Project Management, Team Player, Creativity & Integrity, Time Management, ICT, Customer Service, Interpersonal, Problem-Solving, Punctuality, Client Focus, Excellent Oral Communication, Excellent Written Communication, Flexibility, Organized, Reliability and Leadership Skills.

PROFESSIONAL CERTIFICATES

- Digital Marketing Certificate by Google (26 Module).
- Project Networking & Project Management Tracker Certificate from Coursera.
- Digital Web Analytics Certificate from Future Learn.

LANGUAGES

- Bangla Language ----- Native.
- English Languages ----- Educational and CEFR-C2.
- Spanish Language -----Medium.
- Arabic Language ----- Basic.
- Hindi Language ----- High.
- Urdu Language ----- High.

COURSE CERTIFICATES

- Common Challenges of Competing Regionalisms from University of Tartu, Estonia, Europe.
- COVID-19 Awareness and Prevention Certificate by BRAC.
- COVID-19 Tackling the Novel Coronavirus Certificate by London School Hygiene, London. (4 weeks)
- International Youth for Human Rights Certificate from USA.
- Fire and Safety Certificate by Bangladesh Fire Service and Civil Defense, Bangladesh.

INTERNATIONAL ACTIVITIES

- IMUN Compass Ambassador.
- MOIC CLUB Member with the University Representative.
- UN Volunteer ID- REG/COM/BGD/2329125.
- Member of YACAP International Cyprus.

HONORS

- Thermo Cup from University of Vilnius, Lithuania for User Comfort Website for University Competition-2020, Lithuania.
- Commonwealth100 Open-Source Leadership Badge.

REFERENCES

1. Mrs Mily Sultana, Assistant Professor
Dhaka International University
Mobile: 01717769613
Mail: milysultana@yahoo.com
2. Md. Shalauddin Gazi, Head of Production,
SIM Group, Rupganj, Narayanganj.
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